

U.S. Embassy, Amman

Jordanian Student Intern Program

Vacancy Announcement

ANNOUNCEMENT NUMBER: JSIP2013-09

OPEN TO: 3rd and 4th year students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – Human Resources Office

OPENING DATE: February 3, 2013

CLOSING DATE: February 28, 2013

INTERNSHIP DURATION: During university summer break for approximately 8-12 weeks.

SALARY: None – voluntary position

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the Human Resources Office.

INTERNSHIP OFFICE: Human Resources Office (HRO)

JOB DESCRIPTION:

The candidate will provide clerical and administrative support to the HR team. He or she will perform and assist in a variety of office tasks to include photocopying, printing, shredding, filing, updating lists, answering phone calls, and participating in HR projects.

BASIC QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Be at least 18 years old;
3. Have already completed two years of university;
4. Be a 3rd-year or 4th-year student with a bona fide intention of continuing to pursue a course of study or training immediately following the internship;
5. Have university's permission;
6. Be in good academic standing; and
7. Level 4 English TOEIC. English proficiency will be tested.

SPECIFIC QUALIFICATIONS REQUIRED:

1. Good computer skills, familiarity with MS Office;
2. Excellent communication, interpersonal, and customer service skills.
3. Be a team player.

4. Understand the term: *confidentiality*

NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.

TO APPLY:

Interested students for this position should submit the following or the application will not be considered:

1. *Application for Employment* (Form DS-174).
2. Letter of Recommendation from a professor.
3. Letter of Permission from university.
4. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
5. Certificate from Jordanian Intelligence Department which states “To be trained at the American Embassy.”
6. Any other documentation (e.g., transcripts, high school diploma, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through AmmanInternship@state.gov.

CLOSING DATE FOR THIS POSITION: February 28, 2013

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.